

Minutes of the Regular Transit Committee Meeting held on Wednesday, November 8, 2017 in the Regional District Board Room, 175 Ingram Street, Duncan BC at 3:00 PM.

**PRESENT:** Chair, K. Davis  
Director S. Acton  
Director M. Clement  
Director B. Day  
Director L. Iannidinardo  
Director S. Jackson  
Director K. Kuhn <after 3:02 PM>  
Director J. Lefebure  
Director K. Marsh  
Director I. Morrison  
Director A. Nicholson  
Director A. Stone  
Director T. Walker

**ALSO PRESENT:** John Elzinga, General Manager, Community Services  
Mark Kueber, General Manager, Corporate Services  
Jim Wakeham, Manager, Facilities and Transit Management  
Erin Annis, Transit Analyst, Facilities and Transit Management  
Michelle Lewers, Recording Secretary

**GUESTS:** Myrna Moore, Regional Transit Manager, BC Transit  
Tyson Loreth, Project Manager Asset Management, BC Transit  
Colin Oakes, Manager, First Canada  
Bruce Pesowsky, General Manager, Oak Transit  
Gerri Knott, Cowichan Lake Community Services

#### **ADOPTION OF MINUTES**

**M1** Regular Transit Committee meeting of September 13, 2017

**It was moved and seconded that the minutes of the Regular Transit Committee meeting of September 13, 2017 be adopted.**

**MOTION CARRIED**

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda, as amended to include a recommendation to adopt the minutes, be approved.**

**MOTION CARRIED**

**3:02 PM** Director Kuhn entered the meeting at 3:02 PM.

#### **REPORTS**

**R1** Report from the Manager, Facilities and Transit Management Division

Re: Update on Correspondence from Tofino Bus Services

The Manager, Facilities and Transit Management Division provided an update on the recent correspondence provided between Tofino Bus Service and the CVRD in relation to the Tofino Bus Service's application to the Passenger Transportation Board to amend its service license to include bus stops in some areas of the Cowichan Valley.

- R2** Report from the Manager, Facilities and Transit Management Division  
Re: Amendment to the Annual Operating Agreement with BC Transit to Incorporate the New Saturday Service Route 44

**It was moved and seconded that it be recommended to the Board that the amendment to the Annual Operating Agreement with BC Transit include the service expansion hours and associated costs for Route 44 Saturday service operating between Duncan and Victoria commencing October 14, 2017, be approved.**

**MOTION CARRIED**

- R3** Report from the Manager, Facilities and Transit Management Division  
Re: Outstanding Bad Debt

**It was moved and seconded that the \$145.35 outstanding debt of Bruce Brothers Foods Limited be written off.**

**MOTION CARRIED**

- R4** Report from the Manager, Facilities and Transit Management Division  
Re: 2018 Transit Promotions and Complimentary Pass Programs

**It was moved and seconded that it be recommended to the Board:**

- 1. That BC Transit's GradPASS program which offers Grade 12 students in the CVRD region day passes to ride the local bus service for two free days in June 2018 be approved;**
- 2. That the School's Out Transit Special offering free transit to all youth in the K-12 system in Cowichan Valley between March 17 and March 24, 2018, be approved; and**
- 3. That the complimentary bus pass program for refugees be updated for 2018 to provide up to 20 complimentary monthly passes per month for new-entry refugees settling in the Cowichan Valley between January 1 to December 31, 2018.**

**MOTION CARRIED**

- R5** Report from the Manager, Facilities and Transit Management Division  
Re: 2018 Budget Review - Function 106 Commuter Transit

**It was moved and seconded:**

- 1. That the 2018 Budget for Function 106 Commuter Transit be amended to increase Provincial grant funding \$27,500 and increase bus stop maintenance expenditure \$27,500.**
- 2. That the 2018 Budget for Function 106 be approved as amended.**

**MOTION CARRIED**

**R6** Report from the Manager, Facilities and Transit Management Division  
Re: 2018 Budget Review - Function 107 Transit

**It was moved and seconded:**

- 1. That the 2018 Budget for Function 107 Transit be amended to reduce the BC Transit Contract for Service expense amount by \$20,000, and to reduce the tax requisition amount by \$20,000.**
- 2. That the 2018 Budget for Function 107 be approved as amended.**

**MOTION CARRIED**

**R7** Report from the Manager, Facilities and Transit Management Division  
Re: Transit Service Fare Review

The Manager, Facilities and Transit Management Division provided information on the current transit service fares, history of fare changes, ridership, service costs, fare product trends, comparisons to other similar regions, and suggested options for consideration. The Committee was asked to provide comments about future changes. Transit Committee members discussed the various options proposed in the report.

**It was moved and seconded that the conventional and handyDART fares be changed as per Option 3, and the Commuter fares be changed as per Option 4, in the November 1, 2017, Transit Fare Structure Review report from BC Transit; and that these changes be effective July 1, 2018.**

**MOTION DEFEATED**

Management will be providing recommendations for fare changes at the next Transit meeting.

## **ADJOURNMENT**

**3:47 PM** **It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 3:47 PM.

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Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_